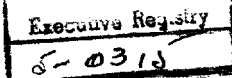


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DEC 29 1953

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MEMORANDUM FOR: Acting Deputy Director (Administration)

SUBJECT: Administrative Assistant Positions, Contact Division,
Office of Operations [REDACTED]

- REFERENCE:
- a. Memorandum, dated 18 November 1953, from Acting Personnel Director to Acting Deputy Director (Administration), with annex, same subject.
 - b. Buckslip from ADD/A to AD/O, dated 21 Nov 53, covering reference a.
 - c. Memorandum from Chief, Contact Division, to AD/O, dated 1 December 1953, same subject.

1. After a careful study of referenced memoranda, I have reached the following conclusions:

a. Adequate justification is presented in reference a for 25X1A a general upgrading of Contact Division [REDACTED] Administrative Assistants from GS-7 to GS-8 (2 votes for retention of GS-7, four votes for GS-8, 1/2 vote for GS-9).

b. The argument raised in reference a, paragraph 3e, "promotion to GS-8 would not provide any considerable value monetarily and would in several cases only serve to postpone the problem for another two or three years" is not considered valid as the minimum monetary goal would be approximately \$400.00 over a four year period.

c. A general upgrading from GS-7 to GS-9 could mean an increase of \$1600.00. If word got outside the Agency in areas where comparable positions in industry are lower than Government-- and there would be quite a few, I feel that CIA could be severely criticized for broadening its base at a time when efforts are being made on the part of Government to economize.

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d. An increase in Government compensation to meet salary competition in industry is justified, but an increase in salary to hold an employee to a particular job, regardless of its responsibilities, is not a valid argument. Paragraph 3 of reference c is concurred in as a sound argument and, although [REDACTED] Chiefs have my complete understanding in not wanting to lose good and loyal administrative assistants, I am not sympathetic to the point of view that they should be promoted because they are unwilling to advance in the field of [REDACTED]

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e. The reasoning of reference c, paragraph 2, in my estimation outweighs the statement in reference a, paragraph 3a, and I feel there is justification for a two grade increase in such offices [REDACTED] as opposed to a one grade increase in the other offices.

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2. This office does not consider itself qualified to comment on that part of reference a, paragraph 5, dealing with Security [REDACTED]

3. It is recommended that:

a. The general level of Administrative Assistant positions in Contact Divisions [REDACTED] be raised from GS-7 to GS-8, and

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b. The Administrative Assistant positions at [REDACTED] be raised to GS-9.

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GEORGE G. CAREY

Assistant Director for Operations

Enclosures
Referenced Memoranda

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HARRISON G. REYNOLDS
Assistant Director for Personnel

Date: 22 March 1954

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